

# HR CONNECTIONS

*A Quarterly Newsletter of the Department of Human Resources*



Welcome to the April 2007 edition of HR Connections. This time of year affords us the opportunity to celebrate the arrival of spring (and the departure of winter doldrums) and this year, the early arrival of daylight savings time. We also celebrate March Madness and the success of our favorite teams in the NCAA tournament.

Far more importantly, on March 15th, the Police Training Academy provided a tremendous venue for the 2007 Employee Recognition and Awards

Ceremony, where we celebrated the accomplishments of our employees. This event afforded the City another opportunity to recognize and reward our employee's innovation and ingenuity; their extraordinary customer service; their heroism; their attention to workplace safety and their many years of dedicated service and commitment to the City. This is one of my favorite events each year because it helps to remind us just how valuable an asset our employees truly are.

Kudos to all who played a part in the planning and execution of this recognition and awards ceremony.

**Chester C. Christie,**  
**Director, Human Resources**



Mayor Michael B. Cole-

**April 12, 2007**

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*Consider This.....*

*"Be like the flower,  
turn your face to  
the sun!"*



### **"ANCHORS AWEIGH"**

## **Health & Benefits Fair**

Wednesday, May 16, 2007

8:00 am to 3:00 pm

750 Piedmont Road (Citywide Training Center)

### **Featuring**

**Glucose Screening, Nutritional /Healthy Eating, Back Health/Spinal Assessment, Massage Therapy, Luebbe Hearing with otoscope visual, Ohio Tobacco Quit Line, Vision Bone Density, Body Comp/BMI, Blood Pressure checks, Pandemic Flu Awareness, Exercise and a healthy snack. The Benefits Fair will have many local service providers, banks, universities and health clubs. We hope to see you there!**



**CONGRATULATIONS!!**

**Regina Britt**  
**Citywide Training Manager**

has retired from the City of Columbus  
after 30 years of dedicated service.

## **Columbus' Black History - Worth Singing About!**



Aaron Diehl takes the stage to perform.

With Human Resources' Dr. Melvin Richardson coordinating the event once again this year, the stage at the King Arts Complex was transformed into a scenario suggestive of the interior of Long Street's historic Lincoln Theatre; which is currently being restored through efforts of Mayor Michael B. Coleman and which was the "venue of honor" at February 3rd's 2007 City of Columbus Black History Month Celebration.

Celebration attendees were treated to a new DVD presentation, specially prepared for the occasion which contained much history of African Americans in Columbus. This DVD presentation was integrated into the historical Lincoln Theatre set on the stage, so that the scene was perfectly framed for performances by the sublime young pianist, Aaron Diehl, the superb Bobby Floyd Trio and the outstanding jazz vocalists, Jeanette Williams, Dwight Lennox and Mary McClendon. The celebration was kicked off with vocal selections by the group, Total Submission and concluded with vocal selections by Ms. Martha Jackson, Ms. Elizabeth Rainey and the Horizon Science Academy Choir. All participants appropriately underscored the theme: "Columbus' Black History - Worth Singing About." To order a DVD or VHS copy of the Celebrations, dial 221-5884.



## **Spring into Safety**

When Old Man Winter calls it quits for the year, people climb ladders to spruce up the exterior of their homes, examine gutters, paint and perform other tasks associated with spring cleaning. While working around the house can be very rewarding, hundreds of thousands of injuries occur each year as a result of mishaps related to electric tools, ladders and lawn mowers.

- On average, about 220,000 people make emergency room visits due to ladder mishaps each year.
- More than 87,000 people are treated annually in hospital emergency rooms for lawn mower injuries.
- Another 76,000 people sustain injuries from power garden tools such as trimmers, lawn edgers and pruners.

To help keep you and your family safe during spring cleaning season, follow these precautions:

- Do not operate an electric powered lawn mower on wet grass.
- Keep other adults, children and pets clear. Mowers can fling rocks at up to 200 miles per hour.
- Never work barefoot or in sandals, canvas shoes, etc.
- Always wear safety glasses and proper attire.
- Do not use extension cords that are cut or damaged.
- When using ladders, remember the 4-to-1 rule. For example, a 16 foot ladder should have a 4 foot base from the wall.

**Contact your Occupational Safety & Health Professional for more information.**

## EAP Tips on Parenting Teens

What happened? My child changed overnight into someone I don't know! She talks day and night on the phone. He never comes out of his room. And that hairdo! I'm not too sure about his friends either. She questions every thing I tell her to do. I have to ask him ten times before he does any of his chores. She keeps pushing me for more privileges, but isn't handling the ones she has now! These and many other comments we hear from clients at EAP, the parents of teenagers. So we put together the following tips, not as a cookbook for every situation, but to give some basic guidelines:

### Things to remember:

- At times teenagers brains function more like an adult, at times more like a child, and which it's going to be in any given situation is sometimes hard to predict! Stay alert.
- Teens will "try on" a lot of behaviors, beliefs, and friends, to see what fits; don't panic.
- The adolescent is changing physically and sexually. They have to figure out a new identity; don't panic.
- Know that you have already done much to influence their values and character. Trust that in due time the seeds you planted will flower. (Due time may be eight or ten years!)

### DO

- Pick your battles. If everything is a crisis, you will get "tuned out."
- Set reasonable rules with reasonable consequences. Then become a referee. Enforce the rules without big displays of emotion.
- In matters of discipline, less talk is usually better.
- Look for teachable moments, when the teen seems open or interested in your knowledge and opinions. That's the time to share.
- Take control when serious issues like drug/alcohol addiction, mental health problems or sexual abuse are present.

### DON'T

- Get drawn into arguments or debates around rules and discipline. Teens like to play the game, "If you can't convince me, I don't have to do what you say."
- Expect lectures using well-reasoned points to necessarily have an impact. (See "brain function" above under Things to Remember)
- Nag about the same issue over and over. (Make rules, enforce consequences, look for teachable moments)
- Expect them to act like adults. They won't. They're not.

For more information and examples of specific parenting roles and when to use them, come to the Parenting Adolescents Information Session, 1:00 PM to 4:00 PM on April 27 at Piedmont. Register through HR at 645-3059. Or come to EAP for counseling or coaching at 645-6894.

### National "Take Our Daughters and Sons to Work" Day!

On Thursday, April 26, 2007, the City of Columbus will support National "Take Our Daughters and Sons to Work" Day. The theme for 2007 is "Revolutionizing the Workplace. If City employees have a child that they would like to mentor, between the ages of 8-13, they are encouraged to bring them to work. Parental permission forms must be completed in advance (a separate form for each child) and faxed to 645-5940, Attn: Tina DeFluiter. To obtain a copy of the form and guidelines, please visit the City's Intranet front page, or visit the City's HR Intranet site. If you do not have access to the Internet, please contact your department Personnel Office, or contact the Department of Human Resources, Employee Resources Office at 645-5960.

## 2007 EMPLOYEE RECOGNITION & AWARDS CEREMONY

The 2007 Employee Recognition and Awards Ceremony took place on March 15th. Terri Leist, Assistant Director of the Recreation & Parks Department served as Mistress of Ceremonies. Mayor Coleman, the City Auditor, City Attorney, Clerk of Courts, and Chief of Staff, along with the Mayor's Cabinet took time to honor and recognize the accomplishments of those City employees who have dedicated their careers to providing excellent public service.

**SKILL DEVELOPMENT:** 17 individuals received certificates for successful completion of a skill development program. These programs enhance an employee's opportunity to obtain knowledge and skills in a variety of areas.

**SAVINGS SUGGESTIONS:** 13 individuals were recognized and rewarded for offering ideas that led to saving dollars, increasing safety and job efficiency, and overall innovative improvement in the work environment. Employees received monetary rewards for their suggestions in three separate categories: Silver: savings up to \$35,000; Gold: savings up to \$100,000; Platinum: savings exceeding \$100,000. This years Platinum Award winners have saved the city \$8,180,235. These employees or teams of employees received a maximum award of \$7,000.



Mayor Coleman along with Lori Tyack  
Congratulate Platinum Award winner  
Tom McFerin for saving  
\$7,000,000!!

**OCCUPATIONAL SAFETY AWARDS:** The Safety Incentive program acknowledges and rewards employees efforts in the area of Occupational Health and Safety. The 2007 Award Recipients are the Department of Public Service, Fleet Management Division, Auto Body Shop for one year without a loss time injury; Alum Creek Maintenance Shop for one year without a loss time injury; Tire Shop for one year without a loss time injury; Refuse Collection for increasing safety, conducting training and providing assistance that ultimately reduced injuries by 50%; and Department of Public Utilities, Occupational Safety & Health Unit for initiating and implementing annual site safety inspections.

**MAYOR'S AWARDS:** 25 individuals and an entire staff were recognized for providing extraordinary humanitarian service, outstanding civic duty, professional performance above one's daily responsibilities, performing actions that bring great credit to the City, and last but not least, saving a life. These individuals received the Mayor's Awards of Excellence.

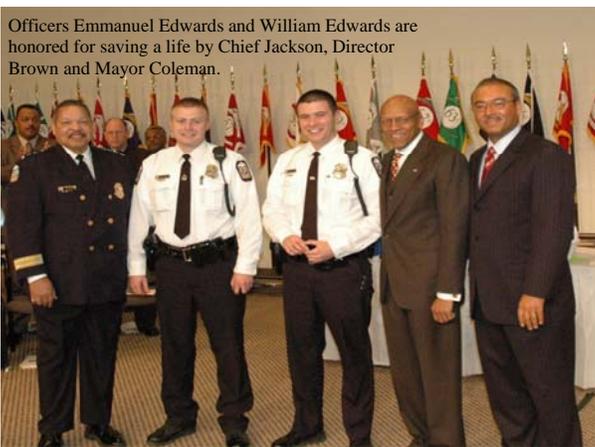
**YEARS OF SERVICE:** These awards recognize individuals for many years of dedicated service. Employees with 40, 35, 30, 25 and 20 years were recognized as a group. Special tribute was paid to Lt. Karl Barth who has devoted 45 years of service to the City of Columbus.



Lt. Karl Barth is recognized for 45 years  
of service by Chief Jackson, Director  
Brown and Mayor Coleman.

# Mayor's Awards of Excellence

## LIFE SAVING AND HUMANITARIAN AWARD WINNERS



Officers Emmanuel Edwards and William Edwards are honored for saving a life by Chief Jackson, Director Brown and Mayor Coleman.

**Jeff Bartoe, Nicholas Burchette, Christopher Moore, Ronnie Willis:** Responded to co-worker who had lost consciousness and fell backwards down three stairs and struck his head on the concrete below. The individuals called 911 and used an emergency kit to check on the employee who was unconscious, had no pulse and was in need of oxygen. They opened his airways to administer oxygen and then provided two shocks from the AED which restored his heart beat. When the medics arrived, the employee was conscious, breathing steadily and was able to answer questions.

**Officers Emmanuel Edwards and William Edwards:** Responded to a possible drowning where they found a little boy struggling to stay afloat in a partially frozen pond. The officers immediately ran into the pond where they were able to grab the little boy and pull him to safety, in spite of William and the child almost going under water. The extraordinary efforts of these officers resulted in the little boy's full recovery.

**Clifford J. Browning:** Going out of his way to collect clothes, coats, shoes, furniture and toys to families in need within the community. He encountered a woman crying because she did not have any Christmas gifts for her children. Cliff just happened to have two bags in his trunk that he gave to the woman. Cliff has been doing good deeds such as this for many years.

## OUTSTANDING JOB PERFORMANCE AWARD WINNERS



Sgt. McVey is congratulated for a job well done by Chief Jackson, Director Brown and Mayor Coleman.

**Mark Lovett:** Made the Columbus Police Department gang unit more accessible to the public and other law enforcement agencies. His development of a gang unit website has created a Department wide information sharing venue that has broken down the walls of communication. Mark has also become a member of several important gang associations enabling the Department to gain important contacts and information on international crime syndicates.

**Sergeant Timothy McVey:** Attended over 400 hours of training in topics related to Emergency Management and response to Terrorism related incidents, played a pivotal role on the planning team to create the Tactical Interoperable Communications Plan resulting in Columbus receiving top scores and being recognized nationally.

**Joe Collins:** Worked with an owner of a strip mall and its tenants to clean up the area. Joe received an award for that effort from the Berwin East Civic Association. Joe exemplifies quality needed in serving the community when cleaning up the area, keeping pride alive in the community, and working with residents and businesses.

## COMMUNITY SERVICE/ENRICHMENT AWARD WINNERS



Barb's Buds are congratulated for their kindness by Mayor Coleman.

**Deborah Baxter-Daniel, Gwen Castlin, Carolyn Williams, Toni Boehm, Debbie Payne, Chris Mokris, Toni Spears, Lisa Landoll, Cindy Krebs, Marilyn DiCiocco, Shannon Pine, Linda Loudermilk, Sam Dohn:** Formed a committee, "Barb's Buds" to help a co-worker, Barbara Eastman, after her cancer surgery. The ladies came to Barbara's house each day including weekends with dinner for almost two weeks. Barbara received love and support from her co-workers whom she considers her angels.

**City Auditor's Income Tax Staff:** Donated 4,231 pounds of food, gave \$1,391 in payroll deductions, provided 42 canned turkeys, and donated one gift card the Mid-Ohio Food Bank as part of the "Operation Feed" annual campaign. This generosity far exceeds most other city departments on a per employee ratio basis.

## OUTSTANDING SERVICE DELIVERY AWARD WINNERS



Mayor Coleman and Deputy Director Bartley acknowledge Thurman Hinkle's outstanding service.

**Thurman Hinkle:** Developed an Access Database for the Mobile Tool Library Program that has improved inventory control, customer service and overall efficiency. Thurman also services and repairs numerous tools and equipment on his own time.

**Captain Shawn Koser:** Established and maintained an EMS Cardiac Arrest Registry for the Columbus Division of Fire that has given them the ability to examine performance in treating Sudden Cardiac Arrest and to improve on that performance so more lives can be saved.

# Healthy Columbus

The City of Columbus has created a fitness opportunity for its employees and their immediate families. The City of Columbus, Recreation & Parks has recreation centers located throughout Columbus that offer many fitness rooms at an affordable price. An annual fitness membership of \$49.00 per individual is being offered at 10 sites throughout Columbus. Most of these sites have upgraded cardio and weight equipment as well as trained instructors to help you get started on a fitness program. For access to the fitness rooms, individuals must be 14 years of age or older. Recs & Parks participants six years of age or older are required to present a leisure card for admission to any Columbus recreation center. City employees and their families receive this card at **no cost**. To obtain a card for yourself and the immediate members of your family, contact 645-3329.

## 10 Fitness Sites throughout Columbus

**Beatty Recreation Center**  
247 N. Ohio Avenue, 43203  
645-3218

**Brentnell Recreation Center**  
1280 Brentnell Avenue, 43219  
645-7640

**Dodge Recreation Center**  
667 Sullivant Avenue, 43215  
645-8171

**Far East Recreation Center**  
1826 Lattimer Drive, 43227  
645-3159

**Gillie 50+ Center**  
2100 Morse Road, 43229  
645-3106

**Martin Janis Center**  
600 E. 11th Avenue, 43211  
645-5954

**Lazelle Woods Recreation Center**  
8140 Sancus Boulevard, 43081  
645-5330

**Marion Franklin Recreation Center**  
2801 Lockbourne Road, 43207  
645-3160

**Schiller Recreation Center**  
1069 Jaeger Street, 43206  
645-3156

**Thompson Recreation Center**  
1189 Dennison Avenue, 43201  
645-3082

For more information on this program as well as additional programs and classes offered from Columbus Recreation & Parks, visit [www.columbusrecparks.com](http://www.columbusrecparks.com).

## Citywide Training - Second Quarter

Watch for Somali Cultural Awareness. 

Yoga is back by popular demand!



April brings new computers, monitors and updated software to our Computer Lab!

<http://intranet/HRTraining/default.aspx>



Here's a reminder to all city employees. Want some help paying your tuition? The Tuition Reimbursement Program is a great benefit for all city employees who have worked for the city for over a year. You can get all the details for accessing this benefit from your division or department Human Resources section.

## IMPORTANT PHONE NUMBERS

United HealthCare ( Medical).....	1-800-681-3849
Claims, Pharmacy/UHC Mail Order (MEDCO), Pre-certification	
Optum/Nurseline.....	1-877-365-7922
United Behavioral Health.....	1-800-358-0365
Behavioral health, substance abuse, psychiatric treatments	
Website.....	<a href="http://www.myuhc.com">www.myuhc.com</a>
AETNA (Dental).....	1-866-879-4337
Website.....	<a href="http://www.aetna.com">www.aetna.com</a>
Vision Service Plan (Vision).....	1-800-877-7195
Website.....	<a href="http://www.vsp.com">www.vsp.com</a>
AETNACOBRA: Continuation Benefits.....	1-800-877-7994
AETNA: Short-Term Disability.....	1-503-937-0302
Claim Questions.....	1-866-282-8495
Filing a Claim: Contact Division of Human Resources, Risk Management at 645-8065 or Payroll	
AFLAC.....	614-761-1342
Deferred Compensation.....	1-877-644-6457
Deferred Compensation Website.....	<a href="http://www.ohio457.org">www.ohio457.org</a>
Colonial Life.....	1-800-272-5025
OPERS.....	1-800-222-7377
EAP.....	614-645-6894
City Website.....	<a href="http://www.columbus.gov">http://www.columbus.gov</a>
Intranet.....	<a href="http://Intranet/Agencies/Human Resources">http://Intranet/Agencies/Human Resources</a>

## HR CONNECTIONS

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